

Washington County

Job Description



Title:	Secretary/Permit Technician	Code:	
Division:	Building Inspection	Effective Date:	08/08
Department:	Public Works	Last Revised:	

GENERAL PURPOSE

Performs a variety of **full performance, routine administrative, and complex clerical** duties as needed to expedite the administrative, technical or clerical functions of the Building Inspection division.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

General Duties: Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to division functions; transcribes material into documents, letters, reports, memos, minutes, or other general correspondence; composes routine letters and informative notices.

Monitors department calendar to assure against conflicts; schedules appointments and inspections; advises personnel of meeting requirements; monitors deadlines for special activities such as pre-construction meetings, etc.

Performs document filing and maintenance; receives and processes records, applications, reports, and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations.

Operates computer and printer; inputs and retrieves data; compiles reports, and maintains various computerized files, records, and documents.

Accounts for and processes general revenues of the department such as bonds, use permits, building permits, inspection fees, etc.; submits money to County Treasurer's office; processes accounts payable according to established County procedures; processes escrow and bonding releases as directed.

Building: Receives and reviews applications for various types of building permits; determines completeness of applications; answers questions related to the requirements of building permits, determines permit fees, accepts and receipts building permit fees, issues permits; deposits revenues with County Treasurer's office.

Prepares and maintains records of plans, letters, and reports in the Building Department; researches abstracts and books to determine property ownership or title conveyance; receives and processes impact fees.

Receives, logs, and distributes construction drawings and specifications; assures delivery of copies of drawings to local agencies, such as Public Health Department, as required; maintains computerized data base related to permit application and issuance process; monitors application status through computer tracking activities; generates data reports to achieve special output requests.

Schedules inspections; follows up on various inspection activities during course of construction; organizes schedule for final inspections by County inspectors; receives notification of inspection status and prepares certificates of occupancy or temporary certificates of occupancy.

Sets up initial pre-construction meetings; schedules meetings with developers, contractors, architects, administrators, inspectors, planners, and other agencies to determine project feasibility and to apprise project review teams of work-load potential, time-lines and schedules.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus one (1) year of specialized training related to above duties;

AND

B. Two (2) years of responsible experience in secretarial duties, drafting, word processing or some other related field;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of modern office practices and procedures; grammar, spelling and punctuation; modern filing systems related to alphabetical and numeric files; personal computer operations, and various program applications such as WordPerfect, Lotus, etc.; telephone etiquette, various office machines, i.e. ten key, copy machine, etc. administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet building standards; zoning codes; interpersonal communication skills, bookkeeping and basic accounting.

Skill in taking and transcribing dictation from hand-written notes or from recording equipment; computer keyboard operations. Skill in the art of diplomacy and communication.

Ability to exercise initiative, independent judgment, and act resourcefully under varying conditions; communicate effectively, verbally and in writing; establish and maintain effective working relationships with fellow employees, elected officials and other agencies, and the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to demonstrate proficiency in keyboard operations and type a minimum of 50 wpm. May be required to be bondable.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)